



## Office of Aging and Disability Services

# The Maine College of Direct Support – Learner's Guide

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Completion of the Maine College of Direct Support (ME CDS) is required for Direct Support Professionals (DSP) supporting Maine citizens with developmental disabilities. Workers who obtained their DSP Certificate prior to implementation of CDS are not required to complete the Maine College of Direct Support core curriculum; however, must maintain continuing education requirements per the applicable section of MaineCare rule, including annual and triennial training requirements.

The ME CDS consists of online and live training sessions. The live training coursework is meant for learners to ask questions, share experiences, take part in learning exercises, increase their knowledge and understanding on topics covered in the online lessons, and to demonstrate competency. Live sessions are also a time for learners to think more specifically about how the lessons relate to the person or people they are presently working with.

Within the College of Direct Support (CDS), there are many lessons available for administrator or self-assignment, as well as a full suite of lessons within the College of Frontline Supervision and Management that can be used for staff development and to build leadership and supervisory capacity within the workforce. This full catalog is available to all agencies and learners.

The College of Direct Support content has been created by subject matter experts at the University of Minnesota Institute on Community Inclusion and licensed for use by Elsevier, Inc. Elsevier packages the content together with the Elsevier Performance Manager learning management system as The College of Direct Support. ME CDS represents a subset of the full CDS catalog, chosen to meet the needs of Maine's system and workforce training needs.

### **Link to CDS login:**

<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=ME>

### **Current List of Required Lessons for DSP Certification:**

<https://www.maine.gov/dhhs/oads/providers/adults-with-intellectual-disability-and-autism/resources-training/college-of-direct-supports>

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## Requirements for Learner Access

Agencies are responsible for timely entry of transcript data, ensuring learners are in compliance with required trainings, and maintaining their learners (updating learner information, deactivating as needed, and submitting requests for transfers, shares, and unshares). Agencies are expected to retain proof of compliance within employee files, per your agency record retention policies. The College of Direct Support is available on compatible internet connected devices, such as phones, tablets, and computers. The materials are written, as well as in video and audio format.

Elsevier, the company that provides Maine College of Direct Support, supports agency administrators with technical issues and questions.

## **ME CDS Administrators**

State of Maine (SOM) Office of Aging and Disability Services (OADS) acts as a Statewide Learning Administrator and SOM staff perform limited administrative functions. SOM staff coordinate with local administrators to monitor the overall Learning Management System and improve delivery of ME CDS training.

Local administrators are employees of OADS-approved Developmental Services agencies. Agencies access the College of Direct Support through their own administrator under Maine's CDS licensure. For more information, contact an OADS State Administrator at [DSP.DHHS@maine.gov](mailto:DSP.DHHS@maine.gov).

## **Accommodations for Deaf Staff**

As of 10/01/2022, ME College of Direct Support is in process of being translated to American Sign Language and several modules have been added to the catalog. This work will continue through early 2023.

For more information on how learners can access the ASL translations, please see the ASL Translation of DSP section of this guide.

## **Accommodations for Visual Impairment**

Elsevier Accessibility Team has tested the content with a number of screen readers, and it works with those that have nationally acceptable standards.

## **Access for People Other Than a DSP**

People receiving Adult Developmental services and their families, service providers, agency board members and volunteers, case managers, and others, may have access to Maine's College of Direct Support. For more information, contact an OADS State Administrator at [DSP.DHHS@maine.gov](mailto:DSP.DHHS@maine.gov).

## **Creating Your Learner Login**

If you have previously accessed DirectCourse, your Agency Admin can search for your login information. You can reset your password using the "Forgot Password" link on the login page. If you are unable to reset your password, please contact the DSP inbox at [DSP.DHHS@maine.gov](mailto:DSP.DHHS@maine.gov).

If you have not previously accessed DirectCourse, your Agency Admin will create a learner login for you. The admin will ask for your personal email address, so that your login can be activated no matter which agency you work with as a DSP.

## **Transfers/Shares**

Requests to Transfer or Share is done through submission of the “Permission to Transfer/Share my Transcript” form found in CDS: select Tools from the menu and then References & Links, then click on “My References List” – this form is listed under the Global References. Your Agency Admin can assist you with completion of the form.

This form must be completed and signed by the learner, submitted to the CDS Agency Admin to review for completion, and then the CDS Admin should submit the form to

[DSP.DHHS@maine.gov](mailto:DSP.DHHS@maine.gov)

## **On-Demand Modules in CDS**

Your Agency Administrator will assign you the required lessons in the College of Direct Support of on-demand lessons. You also have access to additional lessons and modules beyond the required curriculum to expand your learning opportunities.

## **CDS Live classes**

Part of the required DSP curriculum includes live classes. Each module’s live session should involve about an hour of classroom instruction. Completion of live sessions will be recorded within the learner transcript in CDS by the employee’s agency administrator.

## **Documenting Completion of the Maine required lessons**

When a learner has completed the online and live sessions for any of the Maine College of Direct Support certificates, the Learning Administrator documents the completion in DirectCourse and prints the appropriate Maine CDS certificate to present to the learner.

For a copy of a learner’s DSP Certificate earned prior to CDS, send an email to the DSP inbox. The OADS State Administrators will review the learner's transcript and a certificate created. It is recommended that a physical copy of the certificate be provided to the learner for their records.

## **Certificate Types**

- Maine CDS Certificate – DSP certification through the Maine College of Direct Support
- Maine DSP Certificate – DSP certification through the live Direct Support Professional training used prior to the implementation of the Maine College of Direct Support.
- Maine Work Supports Certificate – Completion of the additional Work Supports module. This certificate is only valid for those who already completed the DSP certification.
- Maine CDS – Shared Living Certification – Issued prior to March 2014. Valid only for providing support to the individual(s) residing in the Shared Living home.
- If a learner does not have a copy of their certificate: All agencies are required to reissue CDS Certificates themselves after verifying that the learner’s transcript is complete and accurate.

## **Certificates**

DSP learners should retain copies of their CDS certificate for their personal files, as well as completion certificates for all continuing education. Agency administrators are obligated to provide a physical copy of the DSP certificate to each learner, as well as an updated transcript to show compliance with recertification requirements within 30 days of the certificate or recertification completion.

The learner CDS transcript and administrator rights will be made available to any new or additional employer upon submission of a change request to [DSP.DHHS@maine.gov](mailto:DSP.DHHS@maine.gov)

### **1. Maine College of Direct Support Certificate**

This certificate is required for anyone providing direct care in Home Supports and Community Supports. In addition to the required online lessons and classroom coursework, learners have access to the entire College of Direct Support and the College of Frontline Supervision and Management.

### **2. Maine College of Direct Support - Work Support Certificate**

This certificate is required, along with the Maine CDS or DSP Certificate, for any DSP providing Work Support services as defined in MaineCare Section 18, 20, 21, and 29. The Work Support Certificate requires completion of the ME Work Supports module, in addition to the DSP required curriculum. If the staff person is a certified Employment Specialist and has completed the Maine CDS Certificate, they do not need to also have the Work Support Certification. More information on completing the ACRE Employment Specialist requirements can be found at <http://www.maineworkingtogether.org/>

### **Maine College of Direct Support - Shared Living Providers (DSPs)**

As of March 1, 2014, new Shared Living Providers (DSPs) must complete the Maine College of Direct Support and all continuing education requirements. Shared Living DSPs seeking reimbursement for medication administration training must be current on all DSP certification requirements and continuing education prior to submitting for reimbursement. If a transcript check demonstrates coursework is not up-to-date, the reimbursement request will be rejected and the DSP will have a one-time 60-day grace period to complete requirements and resubmit the reimbursement request.

## **Self-Enrollment of a Lesson or Module:**

There are many lessons and modules that are not required that you may find beneficial. You have access to the full College of Direct Supports (CDS) catalog, including the College of Frontline Supervision and Management (CFSM) as well as the Disability Intensive Care (DIC) courses. You can self-enroll in any of these modules or lessons at any time using the steps below. Your CDS Administrator may also assist you with assignment.

To display the eLearning Self Enroll tab of the Assigned Items screen:

1. Select **Self Enrollment** from the eLearning menu choices.

2. Click the **Self-Enroll: eLearning** link in the Quick Links section of the Personal Page.

#### To Self-Enroll in a Training:

1. Locate the eLearning module that contains the lesson in which you want to enroll.
2. Click the corresponding the **Enroll** link.
3. The **Self Enroll** screen displays.
4. Enable the checkboxes corresponding to the lessons in which you want to enroll.
  - a. Note: Enable the Select all check box to enable all checkboxes in the table.
  - b. Note: Items that are greyed out may already be assigned to you. Look for your currently assigned items on the **Assigned Items** tab.
5. Click the [Add Lessons] button. You may have to scroll down in the pop-up box to see this button.
6. The Self Enroll screen refreshes displaying a confirmation message.
7. Click the [Close Window] button to return to the eLearning Self Enroll tab of the Assigned Items screen.

#### To Un-Enroll in a Self-Enrolled Training:

1. Click the **Assigned Items** Tab.
2. Locate the lesson by scrolling through your Assigned Items or using the filter options to search.
3. Click the **Remove** link in the Assign Type column to unenroll from the corresponding lesson.
  - a. Note: You are only able to un-enroll from lessons you have self-enrolled. You cannot un-enroll from lessons assigned by an administrator.
4. The Assigned Items screen refreshes and the lesson no longer displays.

### **Technical and Curriculum Support**

Learners should contact their agency administrator for support.

## ASL Translation of DSP Curriculum

### **Accessing Translations of College of Direct Support Licensed Content**

Links to ASL translation videos are being added to each lesson as “Annotations.” The Annotations window should pop-up with any available annotations (see Image 1). If it does not pop-up, the annotation can be accessed by clicking on “Annotation” at the bottom of the page (see Image 2). The ASL translation video will be opened upon clicking the link.

Each lesson will have two videos - one for the pages of the lesson, and one for the test. The video for the pages of the lesson will be stored in an annotation on the first page of the lesson. The video for the test will be linked in an annotation on the last page of the lesson.

The ASL translation video will open in a separate window so that the learner can have the CDS lesson and the video running side-by-side. The learner should click through each page in CDS as the video advances. This enables the learner to view content and complete interactive activities.

On the last page of the lesson, there will be an annotation with the link to the ASL translation video for the test. The learner will need to launch the test within CDS and answer the questions in the system to record their completion.

**Note:** the ASL translation videos were created to be used in conjunction with the content within CDS. Viewing the translation video will not record completion of the lesson/module within CDS. The learner must still complete the lesson/module and any accompanying test within CDS.

### **Video Buffering Tips:**

- Note: some buffering is normal. Buffering may be reduced by accessing the course at times of the day with fewer users nationwide (such as in the morning)
- Update your media player
- Clear your browser’s cookies/cache
- Try another browser (for example, Edge instead of Chrome)

Image 1: Example of an Annotation pop-up on a lesson page.

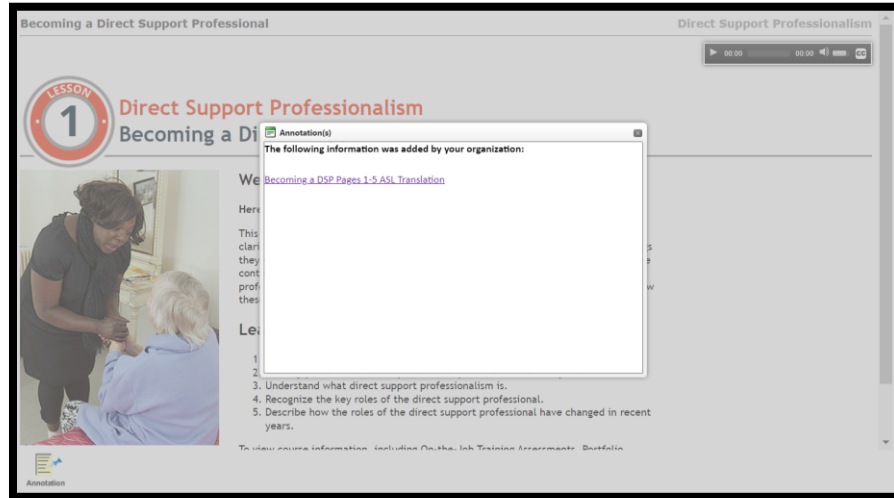
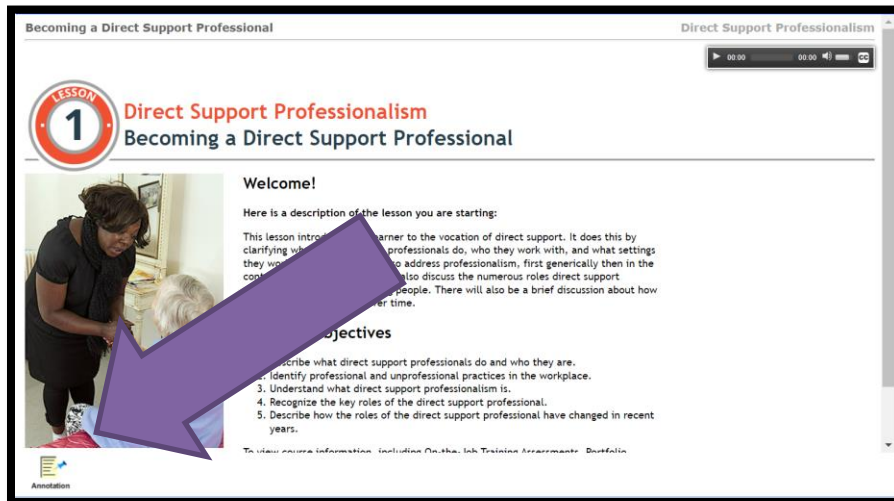


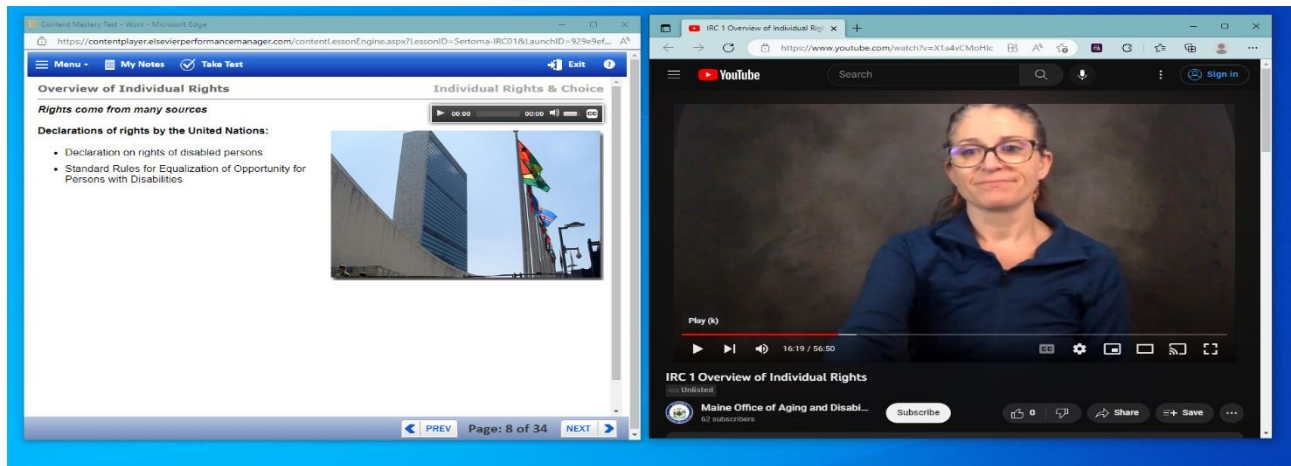
Image 2: Example of accessing the Annotation through the "Annotation" button.





## Accessing CDS Training Course Translation

1. Sign into DirectCourse
2. Select 'Current Assignments' at the left of the DirectCourse landing page
3. Then select the lesson name under the 'Assigned Item' column to launch the course in a separate window
4. Refer to the provided training guide to find the matching Lesson Name
5. Use the mouse to hover over the lesson name, CTRL + click to open the video hyperlink in a separate window
6. Position the CDS module and ASL Translation video side-by-side as shown below



### **Accessing Translations of Maine Custom Content**

The list of ASL Translation videos of Maine custom content are listed below. They should be opened in a separate window so that the learner can have both the CDS module and the video running side-by-side. This allows the learner to view the content and complete any activities. Translations for the tests are also linked below. The learner will still need to launch the test within CDS and answer the question(s) to record their completion of the lesson/module.

Note: the ASL translation videos were created to be used in conjunction with the content within CDS. Viewing the translation video alone will not record completion of the lesson/module within CDS. The learner must still complete the lesson/module and any accompanying test within CDS.

#### **Employment First Maine**

<https://youtu.be/YZgWfl-Owm0>

#### **Maine APS Investigations 2018**

<https://youtu.be/-UeazZQw5uY>

#### **Maine APS Investigations 2018 Test**

<https://youtu.be/ikm9FinloTQ>

#### **Maine Behavioral Regulations for DSPs**

<https://youtu.be/qzhW1lo6ZnA>

#### **Maine Behavioral Regulations for DSPs Test**

<https://youtu.be/sE5Yer5OBlk>

#### **Maine Grievance Process for Persons with IDD**

<https://youtu.be/Dyrkc4H-lhE>

#### **Maine Grievance Process for Persons with IDD Test**

[https://youtu.be/\\_pQR0I32SEs](https://youtu.be/_pQR0I32SEs)

#### **Maine Human Sexuality**

<https://youtu.be/ICQhiPRkFbE>

#### **Maine Human Sexuality Test**

<https://youtu.be/NEIXmnv10rM>

#### **Maine Reportable Events**

<https://youtu.be/C5vuR6uLXxw>

#### **Maine Reportable Events Test**

<https://youtu.be/14JJ2czECJU>